



- This form must be typed or printed in ink.
- Fill in all blanks or form will be returned for correction (see back).
- **Please allow a minimum of 10 working days for processing.**

****ENTER YOUR FAX # or E-Mail Address:****

AND LIST YOUR MAILING ADDRESS BELOW

Contractor, company or agency name, address, city, state & ZIP + 4

NOTICE OF WORK

Filing Fee Required

Project name		
Location and city where work is to be performed		
Contract awarding agency		
Address		
City	State	ZIP + 4
Contract awarding agency contact person		Phone #
Date work to begin (m/d/y):	Do you intend to use subcontractors? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Final Bid Date:	Contract #	
Contract Amount: \$		

List all contractors & subcontractors (attach extra sheet if necessary)	Type of work	Amount of subcontract

CERTIFICATION: I hereby certify that the above information is correct. Enclosed is the filing fee computed at 1% of the total amount of all my subcontractors on this project. This amount includes the contract value for the primary contractor. I understand that the maximum fee I am required to pay is \$5,000. I further certify that all contractors shall be made aware of the requirements of AS 36.05.010 - .110 and AS 36.10.007 - .990 before working.

Signature:

Title:

Date:

E-Mail Address:

Fax #

Phone #

For Dept. Use Only

Accepted:

By _____
Department of Labor and Workforce Development

Date: _____

Total value of subcontracts

\$

+

\$

Value of work performed by primary contractor

Amount subject to fee
(total contract amount)

\$

If \$25,000 or over

Multiply by .01

Total fee enclosed (not to exceed \$5,000) =
ROUND FEES TO NEAREST DOLLAR

\$

For Dept. Use Only

Amount: _____ Check Number: _____ Cash _____

Received By: _____ Date: _____

Credit Card Confirmation _____

Visa _____ MC _____

Project Name _____

DOLWD Project # _____

Wage & Hour date-stamped copy of this form will serve as temporary receipt.

How to expedite the processing of your Notice of Work form:
Acceptance of this notice will be based on the information provided by the primary/general contractor.

ERRORS THAT CAUSE REJECTION

FEES - No fee included or incorrect amount. If total contract amount is less than \$25,000 a filing fee is not required. Contract amounts paid to owner/operators (sole proprietor/partnership) with no employees on the project are exempt from the fee. **The maximum total filing fee for any one project is \$5,000.00.**

SUBCONTRACTS - The name of each subcontractor and the amount or estimated amount of the subcontract is required. Enter "time and materials" if applicable. The exact dollar amount will be required on the Notice of Completion to be filed when the project is done. The dollar amount of subcontracts and the primary contractor's dollar amount should equal the total contract amount.

SIGNATURE - Notice of Work must be signed by an authorized representative.

FILING INSTRUCTIONS

If there is not enough space to list all contractor/subcontractor information, attach additional sheets.

A Wage and Hour Administration (WH) date-stamped copy of this form will serve as a temporary receipt, while the acceptance of fees is processed. WH will mail or fax the accepted copy of this notice to the organization provided on the front of this form. Make a copy for your records. This will serve as your notice that the fees paid have been accepted by WH.

For questions call the nearest WH office:

Juneau:
(907) 465-4842

Anchorage:
(907) 269-4900

Fairbanks:
(907) 451-2886

For more forms, refer to: www.labor.state.ak.us/lss/lssforms.htm

Submit the notice and the appropriate filing fee payable to:

Alaska Department of Labor and Workforce Development
Wage and Hour Administration
3301 Eagle St., Ste. 301
Anchorage, AK 99503-4149

If a filing fee is not required or if the fee is paid with a credit card, you may fax the notice to (907)269-4915. For security purposes, fax the credit card number and expiration date on a separate sheet. You may either fax "OR" mail the original form. Please do not do both.